

WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES	
Title: Mailing of Medications	
Policy Number: 7.06	
Effective Date: June 1, 2000	Page 1 of 1
Lead Department: Pharmacy	

OBJECTIVE

To ensure that clients have adequate supply of medications upon leaving Woodrow Wilson Rehabilitation Center to treat until his/her home physician is able to resume client's care.

POLICY

It is the policy of Woodrow Wilson Rehabilitation Center that we do not routinely mail medications to clients.

Clients should assume the responsibility of arranging for adequate medications upon leaving the Center, for leave, pass, or discharge. This supply of medication should be sufficient to treat the client until his/her home physician is able to resume the management of the client's medical care. Medications which have been stored for the client on the nursing unit or in the pharmacy should be requested by the client in a timely manner prior to client leaving the Center.

Nursing, Case Managers, dorm counselors and the pharmacy will assist the clients with this process as needed. Given timely notice they will assist the client in obtaining all of his/her own supply of medications stored on the nursing units, in dorm rooms, and in the pharmacy prior to client leaving the Center.

In the event the client has not made these arrangements in a timely manner at time of leave, pass, or discharge, upon the request of the client, the WWRC physician should be asked to do one of the following:

1. Write "hard copy" prescription(s) to be given to the client or mailed to the client at his/her address of record so that the client may have them filled by an outside pharmacy.
2. Authorize the nurse or pharmacist to serve as the agent of the physician, abiding by all applicable Federal and State laws and regulations, to transmit verbal prescriptions to the outside pharmacy of the client's choosing.

If the above options fail to be successful in an individual case, the following exception may be made. Upon request of the client within two weeks of discharge date and the Case Manager ensuring the client is aware of potential degradation of medication during shipment, the Case Manager may coordinate with the Pharmacist/Nursing the process of mailing the requesting client's stored medications to the address of record for that client. Written notice shall be placed in package alerting the client that under certain circumstances chemical degradation of medications may occur and providing a toll-free telephone number for questions. The appropriate department head will need to authorize the cost involved in the mailing and the appropriate cost code is billed for that expense.

Revised: 5/00, 7/03, 9/04

Reviewed: 10/05

Revised: 10/2006 wc

Reviewed: 11/2007 wc, 7/2008 wc